

Maricopa County Policies and Procedures	Subject: Reporting of Crimes on County Property	Number: A2213 Issue Date: 3/99 Revised
Approved: <i>David R. Smith</i>	Initiating Department: Facilities Management Department, Protective Services	

A. Purpose

To provide for the safety and protection of County employees and property.

B. Policy

In the event of a criminal act, the employee must call his/her on-site Protective Services personnel and report the crime. If there is no Protective Services personnel on site, the employee must call the local Police Agency and report the crime.

If the local police agency is contacted by the employee, the employee is responsible for notifying Protective Services within 24 hours that an incident has occurred.

C. Definitions

Protective Services – a Facilities Management Division , which provides a system of safeguards, designed to protect County physical property of the facilities and all persons interacting within the organization and the environment.

D. Procedure

1. The victim (employee or department) must, immediately upon detection of a crime, contact County Protective Services, who will contact the local police agency, if not already contacted, and file a report if on-site Protective Services officers are unavailable, contact must made with the local police agency.
2. After the employee contacts County Protective Services, an officer from Protective Services will investigate the crime and attempt to correct any acts or omissions, which may have led to the crime, so that future occurrences are prevented.
3. Additionally, the employee or department must cooperate with Protective Services to evaluate how the crime could have potentially occurred and take preventive measures to decrease the likelihood of future occurrences.
4. The department should also report any crime involving the loss or destruction of County property to Risk Management/Finance Department, so that departmental fixed asset records can be updated and claims made.
5. All employees, where possible, must secure offices, equipment, supplies, computers, copy machines, files, personal items, etc., during prolonged absences and at the close of business each day.
6. When traveling to a County building or to any parking area, employees are encouraged to:
 - Travel in groups of two or more
 - Return to the building if suspicious persons are loitering in the area and report the incident to the County Protective Services office. If necessary, the employee should wait for an officer escort.
 - Lock car doors when the vehicle is parked, have keys ready when walking to the vehicle, check that no one is in the back seat, and lock doors once inside the vehicle.

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E. Authority and Responsibility

Employees and/or departments that have been a victim of a crime committed on County property are responsible for contacting the appropriate Maricopa County Protective Services, or local police if necessary.

All employees are expected to take a role in providing for the safety of their work area by remaining aware of their environment.

FMD's Protective Services is responsible for providing security for specific designated sites as well as consulting and recommending loss prevention techniques at sites that do not have on-site Protective Services officers.